Common Origination and Disbursement

COD Processing Update

November 10, 2005

Direct Loan

COD News

COD Holiday Schedule For November 11, 2005 (11/04/05)
The COD School Relations Center will be open on Friday, November 11, 2005, Veterans Day. The COD System will accept and process data from schools and send back responses/acknowledgements on Friday, November 11, 2005, but schools will not be able to receive any Federal funds on that day. Further information regarding Veterans Day processing and customer service hours for COD and other Federal Student Aid/Department of Education call centers is available in an Electronic Announcement on the IFAP Web site at http://www.ifap.ed.gov/eannouncements/1104VeteransDayHolClosing.html.

COD System Maintenance Planned For Sunday, November 13, 2005 (11/09/05)
The COD System will undergo routine maintenance on Sunday, November 13, 2005. The impact to COD users is as follows:
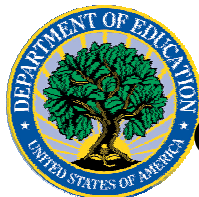
- From 2:00 A.M. until 8:00 A.M. (ET), users will not be able to submit or retrieve data via the COD Web site.

- From 2:00 A.M. until 11:00 A.M. (ET), batches submitted by schools will be held and not processed.

COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.

Extended Direct Loan Electronic MPN Web Site Outage For Sunday, November 13, 2005 (11/09/05)
As a reminder, the Direct Loan Electronic Master Promissory Note (MPN) Web site is unavailable every Sunday morning from 5:00 A.M. until 11:00 A.M. (ET) while routine maintenance is performed. During this period, borrowers are not able to complete new MPNs electronically or retrieve existing MPNs that were completed electronically.

Due to COD System routine maintenance on Sunday, November 13, 2005, the Direct Loan Electronic MPN Web site will be unavailable for an extended period of time from 2:00 A.M. until 11:00 A.M. (ET). As previously noted, borrowers will not be able to complete or retrieve MPNs during this extended period.

COD Processing Update

COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.

NEW!

Temporary Unavailability Of Direct Loan Funding Increases November 22-27, 2005 (11/10/05)
Federal Student Aid's Financial Management System (FMS) will be shut down and unavailable Tuesday, November 22, 2005 through Sunday, November 27, 2005 (Thanksgiving week and weekend) while a system upgrade is completed. During this period, the COD System will accept and process data from schools and send back responses/acknowledgements. However, the shutdown will impact how the COD System processes financial data and when schools can obtain new Direct Loan funding.

Specifically, the COD System will accept Direct Loan disbursements during the November 22nd through 27th period, but Current Funding Level (CFL) changes and funding will not be processed until Monday, November 28, 2005. ***Actual disbursements must be received and accepted by the COD System no later than 8:00 P.M. (ET) on Monday, November 21, 2005, in order for them to be included in the drawdown prior to the shutdown.***
Disbursements submitted after this time will be funded beginning on November 28th.

Note: The Grant Administration and Payment System (GAPS) will not be affected by the shutdown. This means that schools can draw down cash from any existing available balance during the November 22nd through 27th period. Refer to the Hours of Operation link on the GAPS e-Payments Web site (http://e-grants.ed.gov/gapsweb/) for schedule information.

An Electronic Announcement with this same information will be posted to the IFAP Web site (www.ifap.ed.gov). Thank you for your patience and understanding as Federal Student Aid completes this important activity. Federal Student Aid expects financial processing to be caught up by Tuesday, November 29, 2005.
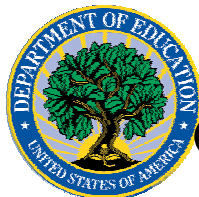
NEW!

Unlocking And Resetting COD Web Site Passwords (11/10/05)
COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the COD Web site, www.cod.ed.gov, and complete the following steps:

Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the User tab on the blue bar at the top of the screen. The User Search screen displays.
Step 2: Enter the search criteria for the user and click on the submit button at the bottom of the User Search screen. The Search Results screen displays and lists users that match the search criteria.
Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.

Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.

Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.

Step 6: If a new temporary password is not needed, skip this item and go to Step 7. If a new temporary password is needed, enter the new temporary password in the New Password field. Then re-enter the new password in the Re-enter New Password field to confirm. The user will need to change this password to one of his or her choosing.

Step 7: Click on the submit button at the bottom of the Update User Profile screen. The Update Your Profile screen displays.

Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.

This information is also posted on the COD Web site in a document entitled "Unlocking And Resetting COD Web Site Passwords." To access the document *before* you log in to the Web site, click on the "Click here if you are looking for more information on Common Origination and Disbursement" Link. To access the document *after* you log in to the Web site, click on the "Today's Updates" link at the bottom of the page.

Schools can refer to the Electronic Announcement on the IFAP Web site, http://www.ifap.ed.gov/eannouncements/0316UpdateCODWebsiteaccessforschools.html, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at http://www.ifap.ed.gov/eannouncements/0316UpdatedCODWebsiteaccessforthirdpartyservic.html.

Register For The 2005 Atlanta Electronic Access Conference (11/08/05)
As a reminder, the second 2005 Electronic Access Conference (EAC) will be held November 29, 2005 through December 2, 2005 in Atlanta, Georgia. The registration deadline for the Atlanta EAC is November 15, 2005. Detailed information about the EAC is available in the Electronic Announcement posted on the IFAP Web site at http://www.ifap.ed.gov/eannouncements/0830EAC05.html and on FSA's conference Web site at http://www.ed.gov/offices/OSFAP/conferences/index.html.

Hurricane Information (09/14/05)
FSA has established a link on the IFAP Web site, http://www.ifap.ed.gov/eannouncements/katrina.html, as a central location for posting up-to-date hurricane information and guidance. Click on this link regularly for updates related to the impact of recent hurricanes on students, parents, borrowers, colleges and universities, and financial institutions that participate in the Federal higher education student assistance programs.
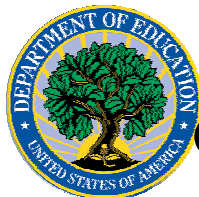
Reports and Data Requests

NOTICES

This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- Direct Loan Rebuild File—   Schools in need of this file should contact the COD School Relations Center. (10/03/05)

Common Origination and Disbursement

COD Processing Update

Pell Grants

COD News

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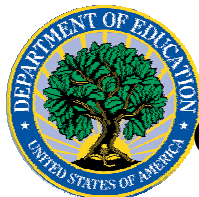
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Reports And Data Requests

NOTICES

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- Pell Year-to-Date (YTD) Records— The YTD Record can be used to assist a school with its year-end and ongoing reconciliation processes. Schools also use the YTD Record for the purpose of rebuilding a complete student record or Pell Grant database.

  - For rebuilds for the 2005-2006 Award Year, the school can submit the data request via the COD Web site or batch.

  - For rebuilds for the 2004-2005 and earlier award years, the school must contact the COD School Relations Center by e-mail to CODSupport@acs-inc.com. The school should include "Pell YTD" in the subject

line. If a school is unable to e-mail its request, it can contact the COD School Relations Center by phone. [10/03/05 (Updated 10/27/05)]

Resolved Issues In Clean Up

COD has implemented code fixes for the issues listed below and is cleaning up the affected records. After a clean up has been completed, its status will be updated and it will remain in this section for an additional 7 calendar days.

Issue	In Progress	Completed
Pell Grant Information Not Updated In NSLDS	√	